

DATE: 9/27/2010

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00098729
Solicitation #B2010000243

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

VENDOR:

BUYER: D. Nelson

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 11/04/2010 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. The provisions do not apply to public works projects

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds \$20,000.00 and if someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O).

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitor outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

Visit our website at WWW.JEFFPARISH.NET/BIDS

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

E. RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

F. POSTING OF BIDS: Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

**IN ACCORDANCE WITH RECENT STATE LEGISLATION JEFFERSON PARISH IS NOW OFFERING
ELECTRONIC PROCUREMENT TO ALL VENDORS**

JEFFPro is the current Electronic Procurement System being used by the Parish. This system allows vendors the convenience of entering and submitting their pricing online. This is a secure site and no one has access to bid information.

Please follow the Purchasing Department link at purchasing.jeffparish.net to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

ADDITIONAL REQUIREMENTS FOR THIS BID

**PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.**

4,5,8,9,10,11,12,13

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. Failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification (with no additional cost to the owner).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

2. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project.
3. A Louisiana State Contractor's License may be required in accordance with LSA-R.S. 37:2150 et seq. If providing information on the internet (JEFFPro) please enter license number in the vendor comment section of the bid form.
4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
5. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
6. All awards in excess of \$5,000.00 for the construction, alteration, or repair of any public works will be reduced to a formal contract which shall be recorded at the contractor's expense. A price list of recordation costs may be obtained from the Clerk of Court and Ex-officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 reduced to formal contract will require a performance bond.
7. A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. Performance bond shall be supplied at the signing of the contract.
8. Please indicate if you have insurance: YES _____ NO _____
Successful bidder will be required to furnish proof of insurance to this office.
Successful bidder will be required to furnish Federal I.D. Number.
9. Minimum insurance requirements for this bid are as indicated on the attached sheet.
10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid, including all alternates.
11. Affidavits required are to be submitted within 15 working days of the bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2224 or LSA- RS 38:2196.1.
12. This is a requirements contract to be provided on an as needed basis.
13. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.
14. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

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BID FORM

Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00098729

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>CONTRACT FOR JANITORIAL SERVICES AT THE LAFITTE LIBRARY FOR JEFFERSON PARISH</p> <p>DEPARTMENT OF LIBRARY</p> <p>*****</p> <p>NO PRE-BID CONFERENCE WILL BE HELD FOR THIS BID</p> <p>*****</p> <p>*****</p> <p>IF A SITE VISIT IS NEEDED PLEASE CONTACT ROY BURST, LIBRARY PROPERTY MANAGER OR JEANNIE HOBBIE. MR. BURST CAN BE REACHED AT (504) 838-1100, EXT. 279, BETWEEN THE HOURS OF 8:00 A.M. AND 3:00 P.M., MONDAY THROUGH FRIDAY. MS. HOBBIE CAN BE REACHED AT (504) 849- 8818, BETWEEN THE HOURS OF 8:30 A.M. AND 4:00 P.M.</p> <p>*****</p>		
1	13	MO	<p>0010 - Provide separate monthly pricing for janitorial services at the following location:</p> <p>Lafitte Library 4917 City Park Drive Suite B Lafitte, Louisiana 70067</p> <p>SEE ATTACHED SPECIFICATIONS</p>		
2	1	SQFT	<p>0020 - Provide a square footage cost for the addition or deletion of</p> <p>square footage to be cleaned at Lafitte Library located at 4917 City Park Drive; Suite B, Lafitte, Louisiana 70067 (approx sqft 4,500)</p>		
3	1	SQFT	<p>0030 - Provide a square footage cost for Sunday cleaning (on request)</p> <p>at Lafitte Library located at 4917 City Park Drive, Suite B Lafitte, Louisiana 70067 (approx 4,500 SQFT)</p> <p>Prior approval from the Library Property Manager would be necessary.</p>		
4	1	SQFT	<p>0040 - Provide a square footage cost for emergency cleaning after</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00098729

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	1	SQFT	regular hours, ie, fire, smoke, water, vandalism, etc at the Lafitte Library, 4917 City Park Drive, Suite B, Lafitte, Louisiana 70067.		
			0050 - Provide a square footage cost for carpet cleaning, as needed, which includes steam cleaning, shampooing, vacuuming at the Lafitte Library, 4917 City Park Drive, Suite B, Lafitte, Louisiana 70067. (approx 4,500 SQFT)		
6	1	SQFT	0060 - Provide a square footage cost for tile and hard surface floor refinishing, as needed, which includes everything from stripping, cleaning, waxing, and buffing, at the Lafitte Library, 4917 City Park Drive, Suite B Lafitte, Louisiana 70067. (approx 4,500 SQFT)		
			The Library Department will provide adequate time for the contractor to organize his staff and equipment, and the service is expected to begin within ten (10) days of the request.		

CONTRACT FOR JANITORIAL SERVICES AT THE LAFITTE LIBRARY LOCATED AT 4917 CITY PARK DRIVE, SUITE B, LAFITTE, LOUISIANA 70067, FOR THE LIBRARY DEPARTMENT.

THE CONTRACT START DATE WILL BE ACCEPTANCE OF THIS BID AND THE END DATE WILL BE JANUARY 23, 2012, TO COINCIDE WITH THE CURRENT JANITORIAL CONTRACT.

Section 1.0 Quantities/Inspections:

Bidders must inspect the site prior to the submission of their bid, in order to determine the proper amount of man hours, supplies, and equipment to correctly service the Lafitte Library. Bidders may inspect the site during library hours; the library hours are as follows:

Lafitte Library – (504) 689-5097
Monday/Tuesday/Wednesday 10:00 am – 6:00 pm
Saturday 10:00 am – 6:00 pm

The person to contact concerning this bid is Roy Burst, Library Property Manager or Jeannie Hobbie. Mr. Burst can be reached at 838-1100, ext. 279, between the hours of 8:00 am and 3:00 pm, Monday through Friday. Ms. Hobbie can be reached at 849-8818, between the hours of 8:30 am and 4:00 pm.

Section 2.0 Scope

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a contract for janitorial service for the Lafitte Library located at 4917 City Park Drive, Suite B, Lafitte, Louisiana 70067.

NOTE: THE CONTRACT START DATE WILL BE ACCEPTANCE OF THIS BID AND THE END DATE WILL BE JANUARY 23, 2012, TO COINCIDE WITH THE CURRENT JANITORIAL CONTRACT.

Section 3.0 Additions/Deletions:

Jefferson Parish Library Department has the right to add or delete footage to be cleaned at the Lafitte Library any time due to vacancies, additions, remodeling, openings, closures, etc. Jefferson Parish Library Department will pay the contractor based upon the occupied square footage for that month.

A five (5) day notice will be given to the successful bidder prior to the reduction and addition of service.

Section 4.0 Qualification of Bidders:

Bidder must have successfully performed contracts similar in scope and value within the last three (3) years within Jefferson Parish and/or the Metropolitan area. The bidder shall provide at least five (5) references listing buildings, management companies, addresses, primary office addresses, and telephone numbers, including the name of the Owner and/or General Manager. The Bidder shall be an established business specializing in this field, with experience in the type of service contract, for at least five (5) years, and has a proven record of comprehensive janitorial services to commercial buildings.

Section 5.0

Janitors will be given keys and the janitorial performance of work under this contract and shall not begin before the Library closings, and daily services, Monday through Saturday, and all work that is performed must be completed within three (3) hours, except for authorized special project cleaning. The following Library facility will be included in this schedule:

Lafitte Library
4917 City Park Drive
Suite B
Lafitte, Library 70067

The bidders are encouraged to check the hours of operation for the above listed location.

Section 5.1

If the Library Department incurs overtime or additional costs as a result of the contractors failure to secure the building(s) – these costs will be deducted from the following months invoice.

All cleaning work must be done after library hours, or on Sundays or holidays with prior approval from the Library Property manager for special project cleaning.

The contractor's supervisor must also be equipped with a beeper or cellular phone to be contacted easily, and must be available to visit with tenants to resolve complaints no later than 3:30 p.m. on that day.

Section 6.0

The contractor will be responsible for using designated doors only for the removal of daily trash/litter/ and debris. At the end of cleaning day, janitorial staff will use designated exit doors, and be responsible for locking and securing these designated doors.

The contractor will be required to furnish Jefferson Parish with background and criminal record check for each employee working at the above location. Each and every employee shall wear a picture I.D. badge, on the left chest area, furnished by the contractor, identifying the contractor and the employee.

The contractor must consider the security and integrity of the Library before, during, and after the daily janitorial cleaning. Prevent access by the public to materials, tools, equipment, etc. during the course of this contract. Tools, equipment, materials, and miscellaneous supplies are the responsibility of the Bidder, and must be protected and secured to the satisfaction of the Library Department.

The contractor's employees will not be allowed to have visitors or to bring children to the job site. The contractor's employees shall conduct themselves in a workman like manner at all times. The contractor shall remove any employee not conducting him/her self properly, or with conduct and performance not equal to Parish and/or Industry Standards.

The contractor shall provide trained personnel to perform all of the duties of this contract, including the safe and proper operation of a compactor and/or dumpster. The contractor's employees shall, at all times, be courteous and neat in appearance while employees are at the library building.

Section 7.0

The contractor shall have an onsite inventory of ample and approved cleaning supplies, to include, but not limited to: floor wax, strippers, carpet cleaner, furniture polish, disinfectant, liner, cleaning fluid, paper towels, tissue/toilet paper, sanitary napkins, liquid hand soap, graffiti remover, gum remover, glass cleaner, toilet bowl cleaner, stainless steel cleaner and trash can liners.

The contractor must furnish and supply all equipment necessary to perform cleaning, vacuuming, and polishing as required in this contract. Equipment used daily will be stored in the designated janitorial closet at the facilities. All equipment must be safe, in good repair, and able to perform the designed function with minimal noise, maximum efficiency, and energy conservation.

All storage areas used by the contractor, including janitorial closets, must be kept clean and neat and locked at all times. The wedging or propping of doors in the open position is not acceptable. Closet light(s) must be switched off when closets and storage areas are not occupied to assist in energy conservation.

Section 7.1

The contractor shall have a responsible supervisor available while employees are working. For safety reasons, at no time under this contract will the contractor have only one (1) employee working at any library location.

The contractor will be responsible for turning all lights off and the locking/securing of the designated doors. The contractor will also be responsible for arming any and all security devices. Should contractor's personnel fail to turn off lights, lock and secure designated doors, or arm the security system, the contractor will pay the applicable rate for the Library to send someone to perform this service.

All stairwells on all floors shall be included in the contract, where applicable.

Section 7.2

The contractor will furnish the Library with two (2) red ringed binders containing full MSDS sheets for each and every product used in library facility. These MSDS sheets shall be kept updated and current with all products used in the Library, throughout this contract. One binder will be sent to the Library Property Manager, and one set of the MSDS sheets will be included in the back of the Janitorial Daily Log binder, which will also be red, and this binder will be kept at the library location/site.

Section 7.3

The contractor will furnish a log book for the purpose of relaying complaints received during the day to the contractor's supervisor that evening. This person must be equipped with a page or cellular telephone to be easily contacted during working hours, and must be available to visit with Library Staff and/or Property Management, to resolve complaints no later than thirty (30) minutes before the library location closes. This log book will also be used by contractor's staff for sign-in, and sign-out, with time-in and time-out.

Inspection/Discovery of unsatisfactory cleaning and/or performance will be discussed with the Library Manager, Property Manager, or his designee, when required. The contractor will have adequate time to correct the problem within industry standards and/or degree of non conformance. The Jefferson Parish Library Department will supply documentation to prove unsatisfactory and/or repeated unsatisfactory workmanship, which may include copies of complaint logs, inspection reports, physical samples, photographs, etc.

Section 8.0

Part A – Daily Services

1. All interior and exterior trash receptacles shall be emptied and trash removed to the dumpster or trash receptacle located on the property.

NOTE: Install new trash liners furnished by contractor.

2. All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed.
3. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
4. All floor mats and floors under mats shall be cleaned, and vacuumed.
5. Clean water fountains with a germicidal detergent and polish after cleaning.
6. Clean and polish stainless steel in and around elevators, where applicable. Clean all floors, glass, etc. inside elevators.
7. All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.
8. All other interior glass doors and door lites and windows shall be spot cleaned.
9. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
10. All carpet spots, stains, and gum shall be removed and cleaned. If wet extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department.
11. Vacuum all carpeting in main walkways, corridors, entrances, and other areas as needed to maintain an acceptable appearance.
12. Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops, exterior of refrigerators, dishwashers, vending machines, and trash compactors with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.

13. Restrooms:

- a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).
- b. Empty trash receptacles and wipe push plates, door handles, faucets, etc, with germicidal disinfectant cleaner.
- c. Clean and polish mirrors, and all bright work.
- d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
- e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.
- f. Wet mop and rinse restroom floors with disinfectant.
- g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...
- h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
- i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.

14. Paper, litter, and trash shall be removed from stairwells.

15. All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum, graffiti, and tobacco butts, as needed.

Part B – Weekly Services

- 1. All tile floors shall be spray buffed, with a non-slip spray, including stairway landings.
- 2. Elevator tile floors shall be spray buffed with a non-slip spray buffed with a non-slip spray as needed, minimum weekly, where applicable.
- 3. Low Dusting:
Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.

4. All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.
5. Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.

Part C – Monthly Services

1. High Dusting:
Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. Including spider webs on ceilings, light fixtures, and will corners.
2. Remove finger prints, smudges, and marks from light switches, door frames, and knobs.
3. Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used.)
4. All walls, doors, frames, and baseboards must be cleaned as needed.
5. Interior and exterior of all trash receptacles shall be washed, as needed.
6. Stairways shall be swept and dusted for spider webs.
7. All handrails, including stairways, shall be cleaned, and disinfected.
8. Vacuum all carpeting throughout Library/Public and staff area.

Part D – Six Months

The contractor will clean and dust with a treated cloth the Venetian blinds. This will be done during the months of July and November of the contract period.

Section 9.0 Performance Guaranty:

The successful contractor/bidder shall be expected to perform according to all specifications included in these contract bid specifications. There will be a thirty (30) day grace period before performance inspections begin. At the end of the first thirty (30) days, the Library will begin conduction daily, weekly, and/or monthly inspections in order to determine the degree of acceptable cleaning and performance. The Library Department reserves the option to inspect the Library with or without the Contractor, during business hours, or before or after normal business hours.

Inspection of unsatisfactory areas cleaning and/or performance may be discussed with the Property Manager, and/or Branch Manager, when required. The Jefferson Parish Library

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Department will supply documentation to prove unsatisfactory workmanship, which may include copies of complaint logs, inspection reports, physical samples, photographs, etc.

Vendor will be charged a penalty for days that the library does not receive cleaning services as a result of their failure to perform contracted services at a library facility as follows:

One night missed: The Library Department will deduct from the Contractor's invoice, one night of contract performance cost for that Branch/Location.

Two or more consecutive nights missed: The Library Department will deduct from the Contractor's invoice, two or more nights of contractor performance costs for that Branch, plus an additional 50% for each night of contract non-performance for that location.

If it be the Library's determination that the Contractor's representative should be present, the Library will notify the Contractor by 8:30 a.m. of the inspections to take place that same day. The Contractor will have the option of attendance or refusal.

This rating of service and performance of the contract will be based on a 250 point inspection with a percentage rating of 100% representing the highest. Any rating of less than 90% will be unacceptable as per the terms and scope of the work in this contract. Therefore, the Jefferson Parish Library Department reserves the right to reduce the monthly payment for these services by the percentage rating of the inspection report and level of performance. For example, if Jefferson Parish Library Department inspected the facilities, and it ranked 87%, Jefferson Parish Library Department will then remit to the contractor, 87% of their invoice for these services.

The form attached in these specifications will be used by the Library Personnel for the janitorial inspection ratings of the Library.

Ratings and tasks performances are scored on a scale of five (5) points for the Acceptable/highest grade, and zero (0) for the Unacceptable/lowest rate. A rating and tasks performance inspection that indicates a need for improvement or a much needed improvement will be scored 4, 3, 2, or 1, and calculated accordingly.

If a category does not apply, place the "X" in the appropriate "N/A" box, and deduct five (5) points for each "X" from the total points possible.

If the deficiencies in services performed are deemed an emergency because of contractor's failure to perform contracted services, the Jefferson Parish Library Department reserves the right to hire its own staff to accomplish the work not being performed by the contractor and charge the contractor a rate of \$15.00 per hour to accomplish the deficiencies in their cleaning services. The Library Inspection Form attached in the bid specifications will be the standard for inspections and ratings.

Section 10.0 Award of Contract:

The contract will be awarded to the lowest bidder complying with all the provisions of this invitation, providing the bid price is reasonable and that it is in the best interest of the Jefferson Parish Library Department to accept.

The Jefferson Parish Library Department reserves the right to cancel this contract, if warranted, and contractor is proven unreliable and/or unsatisfactory. The contractor will be given a thirty (30) day notice, of intent to cancel, in writing prior to cancellation, unless it is deemed necessary by the Parish to cancel immediately.

Section 11.0 Reservations:

The Jefferson Parish Library Department reserves the right to reject any and all bids or parts of bids, when in its best judgment, the public interest will be best served by rejection. The Jefferson Parish Library Department reserves the right to waive formalities or technicalities in bids as the interests of the Jefferson Parish Library Department may require.

Section 12.0 Funding:

Funds for payment of this Contract have been provided through the Department's Budget approved by the Parish Council for the fiscal year and for the duration of this contractor only. In the event the Department has unanticipated needs and/or events which may prevent such payment against the contract, a written notice of intent to discontinue contract services will be sent to the contractor. The contract will become null and void, thirty (30) days after written notice to discontinue.

To better insure fair competition, and to permit a determination of the lowest bidder, proposals may be rejected if they show any omission, irregularities, alteration of forms, additions not called for, conditions or unconditional unresponsive bids, or bids obviously unbalanced.

Section 13.0 Limited Access & Library Safety:

The work for this project is located at a Jefferson Parish Library Building and access to and from the site will be safe guarded as such. All contractors' personnel working on this contract shall possess an identification badge with photograph, the company name, and the individual's name. Each identification badge shall be worn in a conspicuous area of the individual's shirtfront, left side.

The contractor's employees may use the public restroom facilities for personal use only, provided they help maintain cleanliness. The cleaning of tools in the lavatories or any misuse of any kind in the restroom facilities will not be tolerated. Any damages incurred by contractor personnel shall remain the sole responsibility of the contractor.

Section 14 Special Instructions:

Provide separate monthly pricing for the Lafitte Library location.

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647 dated 12/09/09.

The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and Resolution No. 113646 or No. 1113647.

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible be borne by the contractor.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:

OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

AFFIDAVIT OF NOTICE OF FEE DISPOSITION

PURSUANT TO LA. R.S. 38:2196.1, any person or other entity that enters into any contract awarded without bidding with a state entity or local entity, or any contract with a local entity exceeding ten thousand dollars awarded with bidding, in which a commission, fee, or other consideration is paid to the contractor for the contractor to sell to or provide to the state entity or local entity any commodity, goods, brokerage service or other service of any kind, insurance, or anything of value, then the full disposition, splitting, or sharing of such commission, fee, or other consideration ~~shall be disclosed to the state entity or local entity by the contractor in writing~~ by an **AFFIDAVIT OF NOTICE OF FEE DISPOSITION**.

☐ ORIGINAL FEE DISPOSITION (DATE CONTRACT ENTERED: ____/____/____)

☐ AMENDMENT (DATE FEE DISPOSITION AMENDED: ____/____/____)

NAME OF CONTRACTOR: _____

NAME OF AUTHORIZED AGENT (PRINT): _____

MAILING ADDRESS: _____

NAME OF STATE OR LOCAL ENTITY _____

☐ STATE CONTRACT WITHOUT BIDDING

☐ LOCAL CONTRACT WITHOUT BIDDING

☐ LOCAL CONTRACT WITH BIDDING (EXCEEDING \$10,000)

VALUE OF COMMISSION, FEE, OR OTHER CONSIDERATION TO THE CONTRACT: \$_____

PARTIES TO RECEIVE DISPOSITIONS, SPLITS, OR SHARES OF THE COMMISSION, FEE, OR OTHER CONSIDERATION

☐ SCHEDULE A COMPLETED AND ATTACHED

CERTIFICATE OF ACCURACY

I hereby certify that the information contained herein is true and correct to the best of my knowledge, information, and belief; and that this Notice shall be attached to and made a part of the contract for which the commission, fee, or other consideration is paid and shall be recorded in the public record.

Signature (Authorized Agent)

SWORN TO AND SUBSCRIBED BEFORE ME
THIS ____ DAY OF _____, 20__

Signature (Notary Public)

**SCHEDULE A: PARTIES TO RECEIVE DISPOSITIONS, SPLITS,
OR SHARES OF THE COMMISSION, FEE, OR OTHER CONSIDERATION**

FULL NAME OF RECIPIENT (PRINT): _____		
<input type="checkbox"/> SPLITS: _____	<input type="checkbox"/> FEE \$ _____	<input type="checkbox"/> COMMISSION SHARES: _____
<input type="checkbox"/> OTHER CONSIDERATION: _____		

FULL NAME OF RECIPIENT (PRINT): _____		
<input type="checkbox"/> SPLITS: _____	<input type="checkbox"/> FEE \$ _____	<input type="checkbox"/> COMMISSION SHARES: _____
<input type="checkbox"/> OTHER CONSIDERATION: _____		

FULL NAME OF RECIPIENT (PRINT): _____		
<input type="checkbox"/> SPLITS: _____	<input type="checkbox"/> FEE \$ _____	<input type="checkbox"/> COMMISSION SHARES: _____
<input type="checkbox"/> OTHER CONSIDERATION: _____		

FULL NAME OF RECIPIENT (PRINT): _____		
<input type="checkbox"/> SPLITS: _____	<input type="checkbox"/> FEE \$ _____	<input type="checkbox"/> COMMISSION SHARES: _____
<input type="checkbox"/> OTHER CONSIDERATION: _____		

FULL NAME OF RECIPIENT (PRINT): _____		
<input type="checkbox"/> SPLITS: _____	<input type="checkbox"/> FEE \$ _____	<input type="checkbox"/> COMMISSION SHARES: _____
<input type="checkbox"/> OTHER CONSIDERATION: _____		

FULL NAME OF RECIPIENT (PRINT): _____		
<input type="checkbox"/> SPLITS: _____	<input type="checkbox"/> FEE \$ _____	<input type="checkbox"/> COMMISSION SHARES: _____
<input type="checkbox"/> OTHER CONSIDERATION: _____		